

**Frankel Jewish Academy**  
**Director of Athletics and Activities**  
Job Description

Frankel Jewish Academy (FJA) is accepting applications for the position of Director of Athletics and Activities for the 2023-2024 school year to manage and oversee Frankel Jewish Academy's interscholastic athletic program.

The Director of Athletics and Activities is responsible for overseeing all aspects of the athletic program and assigned student activities, including hiring coaches, scheduling, budget preparation, and facility management. In addition to these duties, he/she has school-wide responsibilities in the areas of safety, security, academic testing, public relations, as well as all clerical duties associated with athletics. The Director of Athletics and Activities supports and promotes the mission of the school and abides by the school's code of professional culture.

**Responsibilities**

- Provide guidance and direction for the school's sports program.
- Provide vision to improve and maintain all athletic programs and to maintain an active program that promotes sportsmanship and welcomes competing teams.
- Responsible for administering all athletic policies and procedures working within the confines of the rules and by-laws of the school and league.
- Prepare a budget and allocate spending on items like coach's salaries, team travel, equipment purchases, and facility upkeep.
- Game management, facility and equipment management, financial management, personnel management, and student athlete management.
- Sportsmanship and citizenship liaison; community relations, liaison between coaches, school and booster club.
- Enforce policies and procedures contained in the student handbook.
- Serve as the primary advocate for athletics.
- Plan, organize, and supervise all athletic awards programs.
- Maintain permanent records for each sport (i.e., wins, losses, outstanding records, etc.).
- Represent FJA in all athletic business at league, conference, and state meetings.
- Establish a reasonable and equitable program for the utilization of the concessions stands.
- Perform other duties as the Head of School / Principal may direct.

**General Management**

- Responsible for recommendations of all athletic game schedules.
- Responsible for notifying all parties of games, date changes, new events scheduled, postponements and cancellations, and making all the necessary contacts for scheduling new dates.
- Supervise events by serving as a game site manager. This includes attending home athletic contests, securing appropriate medical, custodial, and game management personnel.
- Acts as tournament manager for all league and tournament playoff activities assigned to the school.
- Arrange transportation for athletic teams including lodging and meals when required.

- Coordinate the use and maintenance of all athletic facilities in the school.
- Obtain workers for all home athletic events.
- Obtain petty cash and tickets for all athletic events and record financial statements from entry receipts.
- Ensure all facilities are safe and prepared for competition.
- Oversee the storage, distribution, purchasing, reconditioning/repair, cleaning, and inventory of all athletic equipment.

### **Financial Management**

- Develop the yearly budget for the athletic program, coordinating requests by the head coaches and with the business office.
- Oversee and coordinate the payment to officials, game workers, and other personnel.
- Obtain equipment quotes from authorized coaches, evaluate such requests and approve appropriate orders.
- Complete authorization process for all athletic expenditures in advance of need.

### **Personnel Management**

- Recruit, interview, help hire, evaluate, and oversee coaches.
- Interpret school policy to the extent necessary to provide guidance for the school and coaches under his/her jurisdiction.
- Meet with head coaches of the athletic program at least three times per year.
- Implement coaching handbook and work with coaches to evaluate and enhance the athletics program.
- Review and coordinate information sent to the community and parents that outlines school expectations, philosophy, rules, and regulations.
- Hold end of season meeting with varsity, JV and freshman coaches to evaluate the coach and program that coach supervises.

### **Student Athlete Management**

- Maintain a permanent file of players, medical examinations, insurance forms, parent consent forms, payments, etc.
- Evaluate and apply athletic policies when deemed necessary due to athletic violations pertaining to school policy.
- Responsible for determining scholastic eligibility of all candidates for athletic teams on a weekly, grading period/semester basis and for certifying their eligibility on the proper form.
- Responsible for enforcing physical examinations in accordance with the requirements of the MHSAA.
- Assist coaches from universities in recruiting of student athletes.
- Implement positive sportsmanship and citizenship activities within an educationally sound athletic program.
- Demonstrate consistency between the sportsmanship philosophy of school and those of state and national associations.
- Communicate clear expectations to athletes, parents, and spectators of sportsmanship responsibilities.
- Establish a relationship and act as a liaison with community associations.

- Schedule and coordinate special events that may arise during the school year that impact the athletic, student activity, and/or evening school programs.
- Develop a positive relationship with representatives from electronic and print media.
- Provide information for sport news releases when needed.
- Plan sports award nights.
- Promote the school athletics program through regular communication of highlights and upcoming events. Collaborate with the Advancement Team as needed to facilitate this communication.

### **Required Skills and Experience**

- Bachelor's degree or equivalent.
- Knowledge of sports and the rules & regulations.
- Varsity coaching experience or higher
- Excellent oral and written communication skills.
- Well-organized and able to multitask.
- Must be self motivated to build relationships for the future of the school.
- Proficient in computer skills and knowledge of social media.

FJA offers a warm and supportive working environment with competitive salary and benefits along with holiday breaks and 28 days of paid time off.

If you are interested in applying for this position, please email your resume, cover letter and references to [employment@frankelja.org](mailto:employment@frankelja.org). In the subject title, please write, "Director of Athletics and Activities." You may also fax these forms to 248.661.4324.

*Frankel Jewish Academy is a non-profit private secondary academy. We are an equal opportunity employer and are committed to the belief that each individual is entitled to equal employment opportunity. Applicants will receive consideration for employment without regard to race, age, color, sex (including gender identity, sexual orientation or pregnancy), disability, religion, national origin or genetic information.*

To find out more about Frankel Jewish Academy, visit our website at [www.frankelja.org](http://www.frankelja.org).